

22 April 1974

IC STAFF OPERATING INSTRUCTION NO. 16

SUBJECT: Attendance at Sessions of USIB, IRAC, EXCOM/NRO,
R&D Council, D/NIO

1. The work of subject deliberative bodies has interest to all elements of the IC Staff. General Graham and/or the undersigned will represent the Staff at these sessions and all Staff elements will be expected to provide necessary back-up through the appointed action officer. In addition, the following designations are made:

a. The Chief, PRD will attend USIB and D/NIO sessions with principal action officer responsibility.

b. The Chief, MPRRD will attend IRAC sessions with principal action officer responsibility.

c. The Chief, CPAD will attend EXCOM and R&D Council sessions with principal action officer responsibility.*

2. If there is special need for additional IC Staff attendance at any of these sessions, this should be taken up with the principal action officer and cleared with the undersigned.

AD/DCI/IC

Distribution:

- 1 - Each ICS Division Chief
- 1 - CS
- 1 - USIB/IRAC Secretariat
- 1 - D/DCI/IC
- 1 - AD/DCI/IC
- 1 - IC Registry

*NOTE: The Chief, MPRRD will be expected to provide principal support on the resource considerations relating to EXCOM matters and play an important contributing role in imagery planning as these relate to resource projections.

23 MAY 1974

10 April 1974

IC STAFF OPERATING INSTRUCTION NO. 15

SUBJECT: SOP for Arranging External Contract Support

1. Use of external contract support is encouraged where such is clearly to the advantage of the Government in the accomplishment of the Intelligence Community staff mission.

2. Personnel involved in discussions and arrangements intended to lead to proposals for contract support from agencies external to the Government must be fully aware of the Government rules and regulations governing such, and should contact [] of the Office of the DCI Administrative Officer [] for guidance prior to external contact.

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3. In the development of contract proposals, the following Standing Operating Procedures (SOP) will apply:

The responsible Division Chief should provide the AD/DCI/IC as early as possible through the Executive Officer the following information:

- a. Whether or not the proposed undertaking was included in the annual contract planning as reflected in the ICS budget estimate;
- b. What the contract will accomplish;
- c. How it relates to the ICS mission;
- d. Possible contractor, or contractors;

Hold eye until

notified

e. Best possible estimate of resource requirements, including space;

f. Other ICS required support;

g. Other appropriate comments, i. e., presence or lack of comparable work underway elsewhere, necessary coordination;

h. Concurring signatures of other ICS Group Directors involved.

Approval by the AD/DCI/IC will constitute authority to work through the AO/DCI in order to initiate contacts with selected contractors to obtain proposals. At this point, preparation of Form 2420 may be required to assure availability of funds.

4. The Executive Officer will maintain a file on all approved contractual arrangements.



AD/DCI/IC

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Distribution

- 1 - Each ICS Professional
- 1 - AO/DCI
- 1 - IC Registry
- 1 - Ex. Officer Chrono